

**Information Network of Kansas
Board Meeting
May 3, 2007**

The May 3, 2007 meeting was held at the KDOT Office, 700 SW Harrison, 2nd Floor, Topeka, KS 66603. At 10:00 a.m. Chairman Yunk called the meeting to order.

The following Board members and proxy were present: Stan Ahlerich, Tim Blevins, Cynthia Dunham, David King, Kathy Sachs, Joan Wagnon, Roger Winfrey, Tom Winters, and Dan Yunk. Others present were: Jim Hollingsworth, INK Executive Director; Lisa Counts, Brent Hoffman, Scott Morrison, DiAnna Wages, and Barbie Marrs of Kansas Information Consortium (KIC); Dan Korber, Kansas, Inc.

Approval of Minutes

Yunk referred to the Minutes of the April 5, 2007 meeting and requested corrections. A motion was made by Winters to approve the April 5, 2007 Minutes. Seconded by Winfrey. Motion carried.

Executive Director Report

Hollingsworth provided an overview of several items in the Executive Director Report.

Hollingsworth noted the NIC annual shareholder meeting was held on May 1, 2007, and the overall attitudes were positive, as NIC is doing well and excited about the future. Regarding Google getting into the business, Hollingsworth noted they seemed to view this as a positive rather than negative.

Hollingsworth noted information regarding councils and bureaus he was involved with would become a regular part of the report, and asked the Board for any feedback on the format and material in the Executive Director report.

Hollingsworth noted that he had not received one call since the last INK Board meeting in regards to KIC's service, which illustrated the improvement in service, and allowed him to put less focus on operational and more into policy and forward-thinking.

Hollingsworth provided a brief presentation regarding INK's presence within the KPTS materials, which were a result of an INK grant.

Hollingsworth provided an overview of INK grants, including status and what has been expended.

Winters requested clarification on the grant process for the current year. Hollingsworth noted the Board was not entertaining grant requests until June 30, 2007 as the Board had encumbered the current year's grant amounts during the last grant cycle in June of 2006.

Hollingsworth provided an overview of INK's 2008 budget, noting portal gross revenue was approximately \$5.2 million. Discussion ensued.

Hollingsworth noted this discussion was similar to the one held at the last meeting, in regards to the pass-through funds and the possible misconceptions that could result. Hollingsworth noted this document was for management purposes only.

Yunk noted Hollingsworth should have a discussion with the accountant before the next meeting to address the concerns of the Board.

Hollingsworth referred the Board to the \$300,000 Network Infrastructure Program funds, which was initially set aside to purchase equipment in the event the current vendor could no longer fulfill their contract obligation to run

the network. Hollingsworth noted the circumstances behind this program had changed, and the INK Board should consider making these funds available for grants or other purposes. Hollingsworth noted he had done some initial research into establishing a line or letter of credit. Discussion ensued.

Yunk noted the Board consensus seemed to be to un-restrict the funds and roll them into general operational funds, but a few more details were needed.

A motion was made by Winters to have the Executive Director investigate the need to continue the Network Infrastructure Program at \$300,000, and to examine the possibility of a line of credit. Seconded by Winfrey. Motion carried.

Hollingsworth referred the Board to the grant process, providing a proposal to separate \$250,000 for strategic development, which would leave \$450,000 available to state sponsored entities for general grant requests. This proposal would allow INK to strategically develop areas which would further diversify the portal application inventory and provide future opportunity in terms of revenue generation. Hollingsworth noted the Grant Committee would be reviewing the grant policies and criteria during the next few months.

A motion was made by Ahlerich to set aside \$250,000 for Board-related strategic directional issues and leave the balance of grant funds for other opportunities. Seconded by Winters. Motion carried.

Discussion ensued regarding initial conversations of potential INK grants for the fiscal year 2008, including grants related to the Taxpayer Transparency Act and IT programs.

Hollingsworth concluded the presentation of the 2007 INK Budget.

A motion was made by Ahlerich to receive the budget. Seconded by King. Motion carried.

Hollingsworth referred the Board to the 2008 Business Planning Timeline, noting it was designed to allow more communication to insure its effectiveness.

Hollingsworth noted the letter had been sent to KIC notifying them of INK's intent to renew the contract. Hollingsworth also introduced a revised resolution to address contract penalty exemption for regularly scheduled maintenance and that the maintenance time frame would mimic the state's scheduled maintenance time frame. Hollingsworth noted there were two issues still outstanding; removal of the transition plan from the annual business plan and contracting for the escrow of the encryption key to access network backup tapes. Hollingsworth noted it was INK Counsel's intent the resolutions would resolve all three issues, as INK wanted to avoid amending the contract.

Network Manager Report

Counts referred the Board to the Network Manager Executive Summary, which highlighted several aspects of her report.

At 10:50 a.m. Wagnon joined the meeting.

Counts provided several highlights regarding INK services in the last month, including Kansas WebFile, portal redesign, KanPay express, etc. Counts noted the portal redesign had been the major focus recently, and it was slated for launch on May 30, 2007. Counts also noted the KanPay Express service was utilized by the Kansas Corporation Commission, and suggested there would be great potential for this service in the future.

Counts provided KIC financial highlights, noting everything was on track.

Counts noted there were no new Service Requests.

Counts noted there were three new contracts for the Board to review:

- The **Kansas Arts Commission Web Site Hosting** requests that INK assist in hosting a Web site. This will be provided for the Arts Commission as a free service.
- The **Shawnee County District Court Searches** requests INK assistance for providing online district court searches.
- The **District Court Searches – Contract Template for Approval**. The INK Network Manager requests that the Board approve a template agreement for all county court deployments, as it is expected that 98 new counties will be rapidly deployed throughout the end of 2007. This will allow the INKNM to deploy courts if the contract is signed by the INKNM and the county, but will not require the Board to sign before deployment. The agreement will be consistent with the exception of dates, contract information, and county name and the contracts will be formally approved as presented during the regularly scheduled board meetings.

Yunk noted that Counts had sent this to the INK Executive Committee, and this request had come out of their Committee.

A motion was made by Wagon to approve the Contract Template for Approval. Seconded by Sachs.

Dunham requested clarification if an attorney had review the contract language. Hollingsworth noted that INK General Council could review the language.

Wagon requested clarification whether the Contract was with INK or KIC. Hollingsworth noted it was with INK.

Wagon, with the approval of Sachs amended the motion to include the language within the Contract would be reviewed by INK General Council. Motion carried.

A motion was made by Ahlerich to approve the Contract with the Kansas Arts Commission and the Shawnee County District Court. Seconded by Winters. Motion carried.

Counts then provided an overview of the portal redesign, showing the Board still pictures of the new website and its capabilities.

Treasurers Report

Hollingsworth provided an overview of the INK Financials for the period ending March 31, 2007. Hollingsworth noted no major anomalies.

A motion was made by Ahlerich to approve the INK Financials for the period ending March 31, 2007 and file for audit. Seconded by Winters. Motion carried.

Other Business

Yunk noted the Subcommittee for the Executive Director review would be meeting in an effort to get this task back on schedule. Yunk noted the task would involve blending the old and new Executive Director job descriptions, since the last review was completed during December 2006. With the suggestions from the Board, Yunk recommended the Subcommittee perform a review based on the recommendations made in December and have this task done in June.

Yunk assigned Winfrey, Dunham and Wagon/Blevins to serve in this capacity.

Hollingsworth referred the Board to a map publication that included the Kansas.gov logo and marketing materials, noting INK had not been contacted.

Adjourn

With no further action, Yunk adjourned the meeting at 11:40 a.m.

Respectfully submitted

A handwritten signature in cursive script, appearing to read "Joan Wagnon".

Joan Wagnon
Secretary